

INCLUDES CHANGE 1

Kansas National Guard Regulation
Number 680-2

KNGR 680-2

State of Kansas, Military Division
The Adjutant General's Department
Topeka, Kansas 1 October 1981

ENLISTED PERSONNEL REPORTING SYSTEM

THIS REGULATION IMPLEMENTS NGB PAM 680-2 AND ESTABLISHES THE POLICIES OF THE
ADJUTANT GENERAL OF KANSAS PERTAINING TO ENLISTED PERSONNEL REPORTING SYSTEM
PROCEDURES FOR THE KANSAS ARMY NATIONAL GUARD.

	Paragraph	Page
SECTION I - GENERAL		
Reference.	1-1	1
Purpose.	1-2	1
Objective.	1-3	1
SECTION II - RESPONSIBILITIES		
The Adjutant General's Department.	2-1	1
Unit Commanders.	2-2	1
All Commander.	2-3	1
SECTION III - SUBMISSION OF DOCUMENTS		
General.	3-1	1
Enlistment Packages.	3-2	1
Other Changes.	3-3	1
APPENDIX A Document Requirements.		A-1
APPENDIX B PRS ARNG Enlistment/Appointment Packet Addendum <i>Gain Report</i>		B-1
APPENDIX C Personnel Data Change Sheet <i>Change Report</i>		C-1

*Changed by
Change 1
1 Jan 82*

This regulation supersedes KNGR 680-2, dated 1 March 1980, including all changes.

I. GENERAL.

1-1. Reference. NGB Pam 680-2.

1-2. Purpose. This regulation implements NGB Pam 680-2 and establishes policies, procedures, and responsibilities for the operation and maintenance of the enlisted portion of the Personnel Reporting System (PRS).

1-3. Objective. The objective for this program is to insure that the Personnel Reporting System (PRS) contains only current and accurate information pertaining to members of the Kansas Army National Guard so as to increase its value to commanders at all levels in the managing and monitoring of personnel within the Guard.

II. RESPONSIBILITIES.

2-1. The Adjutant General's Department. The responsibilities of The Adjutant General's Department and the USP&FO are as outlined in NGB Pam 680-2.

2-2. Unit Commanders. Unit commanders are responsible for the following:

a. Periodically reviewing the mechanized personnel rosters to insure that all information is correct and current.

b. Insuring that enlistment packages are forwarded to this office as quickly after an individual's enlistment as is possible and within the time limits as specified in KNGR 600-200.

c. Submitting all source documents and/or AGO Kan Forms 63 that are required for necessary changes to the PRS (see appendix A).

2-3. All Commanders. Commanders at all levels are responsible for insuring the validity of information contained in the PRS for all of their subordinate units.

III. SUBMISSION OF DOCUMENTS.

3-1. General. All documents which are required to be submitted in connection with updating and correcting the PRS will be forwarded under separate cover to The Adjutant General of Kansas, ATTN: AGKS-ARP-S, P.O. Box C-300, Topeka, KS 66601. Units are encouraged to use the Transmittal Record (DA Form 200), in duplicate, to transmit documents to this office.

3-2. Enlistment Packages. ~~Gain Report~~ ~~PRS ARNG Enlistment/Appointment Packet Addendum~~ (AGO Kan Form 75) will be completed by the enlisting official and forwarded with each enlistment package to AGKS-ARP-S. The forms are available upon requisition from AGKS-ARP-P.

3-3. Other Changes.

*changed by
Changes
1 Jan 82*

a. The following changes will be entered without the submission of documents from the unit. Units will only be required to submit changes to these items in cases of error or omission.

(1) Actions announced by AGO Kansas orders.

(2) Return of individuals from REP-63 training. If the individual's MPRJ is forwarded directly to the unit without having been through this office, the unit must forward the MPRJ to this office. A copy of the individual's DD Form 214 may be forwarded to this office immediately upon the member's return. This will enable the Guard Status Code to be updated prior to the receipt of the MPRJ from the training center and insure timely payment for training assemblies.

(3) Separations due to expiration of term of service (ETS).

(4) Security clearances.

(5) Technician gains and losses.

(6) Notification of eligibility for retired pay (20 year service verification).

(7) Normal advancement to PV2.

b. All changes announced on orders, other than AGO Kansas orders, will be processed based upon orders forwarded to this office in accordance with paragraph 3-2d, KNGR 310-10.

changed by Change 1 1 Jan 82 c. Miscellaneous changes and corrections will be submitted to AGKS-ARP-S *Change Report* in accordance with appendix A. For those items requiring the use of the ~~Personnel Data Change Sheet~~ (AGO Kan Form 63), the information contained on the form will be verified as being correct by the person completing and signing the form.

~~d. Servicemen's Group Life Insurance (SGLI) coverage.~~

deleted by Change 1 1 Jan 82 (1) Individuals who enlist in a nonpay status will be entered into the PRS as code 0 (declines SGLI). This code will remain in effect until the individual returns from REP-63 training.

(2) Individuals who enlist in a pay status will be initially entered into the PRS with the appropriate SGLI code for the coverage they elected. When the individual departs for REP-63 training, this office will change the election code to 0, effective the first day of the month in which the individual departed for REP-63 training.

~~(3) When an individual returns from REP-63 training, it is the responsibility of the unit to submit a change to the PRS in accordance with paragraph~~

~~3-3c, above, to enter the correct SGLI election. The effective date of the change will be the first day of the month following the month the individual returned from REP-63 training.~~

d-e. Pay status.

*changed
by Change 1
1 Jan 82*


(1) Nonprior service high school graduates or bona-fide high school seniors are authorized to be carried in a pay status for up to 180 days. Upon the completion of the 180 day period, individuals who have not departed for REP-63 training will automatically convert to a nonpay status.

(2) Nonprior service personnel who are not high school graduates or bona-fide high school seniors are authorized to remain in a pay status for only 90 days. It is the unit's responsibility to submit the necessary change to the individual's pay status upon the completion of the 90 day period.

THE PROPONENT OF THIS REGULATION IS THE ADJUTANT GENERAL'S DEPARTMENT, STATE OF KANSAS. USERS ARE INVITED TO SEND COMMENTS AND SUGGESTED IMPROVEMENTS TO THE ADJUTANT GENERAL OF KANSAS, ATTN: AGKS-ARP-S, P.O. BOX C-300, TOPEKA KS 66601.

BY ORDER OF THE GOVERNOR:

OFFICIAL:



EDGAR L. DeGRAW
BG, AGC, KSARNG
Asst Adjutant General (Army)

RALPH T. TICE
MG, KS ARNG
The Adjutant General

DISTRIBUTION:

A

APPENDIX A - DOCUMENT REQUIREMENTS

KNGR 680-2

ITEM NO.	FIELD ID NUMBER	DESCRIPTION	AGO 63 REQUIRED	SOURCE DOCUMENT(S) REQUIRED
1.	04	Social Security Number	Yes	Copy of SSN Card
2.	05	Name	No	DF announcing change of name
3.	06	Date of Birth	No	Copy of Birth Certificate or other documentary evidence of birth
4.	07	Pay Entry Basic Date	Yes	Copies of documents substantiating all periods of service
5.	08	ETS Date	No*	DA Form 4836 (2 Copies)
6.	09	Date of Last Physical	No*	SF 88
7.	10	Exp Date of Oblig or Ing	Yes	Copy of document establishing commencement of statutory obligation
8.	11	Physical Profile	No	None (see item 5)
9.	12	Sex/Race/Ethnic Code	Yes	None
10.	13	Marital Status	Yes	None
11.	14	Civilian Education	Yes	None
12.	15	AFQT	Yes	None
13.	16	20 Year Service Verification	Note 1	Notification of eligibility letter
14.	17	Term of enlistment	Yes	Copies of documents establishing term of enlistment
15.	18	Years extended	No	None (see item 4)
16.	19	Security Clearance	Note 1	DA 873
17.	20	Southeast Asia Service	Yes	Copy of DD 214, DD 215 indicating Southeast Asia service
18.	21	Months of Active Federal Service	Yes	None

ITEM NO.	FIELD ID NUMBER	DESCRIPTION	AGO 63 REQUIRED	SOURCE DOCUMENT(S) REQUIRED
19.	24	TOE Paragraph and Line Number	Yes	None
20.	25	Bonus Status	Note 1	Appropriate bonus program forms
21.	36	Grade	Note 2	Appropriate order
22.	37	Duty MOS	Yes	None
23.	38	MOS Qualification	Yes	None
24.	39	MOS Proficiency	No	None (NA)
25.	40	MOS Test Score	No	None (NA)
26.	41	Technician indicator	Note 1	SF 52, appropriate order
27.	42	Civilian Acquired Skills	Yes	Supporting documents
28.	43	MOS Test Date	No	None (NA)
29.	44	UIC	No	None
30.	45	Incentive Pay	Note 1	Appropriate order
31.	46	Special Pay	No	None
32.	47	SGLI	Yes	None
33.	48	Fed Exemption	Yes	None
34.	49	Add'l Fed Wh Tax	Yes	None
35.	50	VA/Retired Benefits	Yes	DA 3053
36.	51	State Tax Location	Yes	None
37.	53	Guard Status Code	Note 1	Appropriate orders, conditional release

ITEM NO.	FIELD ID NUMBER	DESCRIPTION	AGO 63 REQUIRED	SOURCE DOCUMENT(S) REQUIRED
38.A	66	Date of Rank (in connection with change of grade)	No	(see item 20)
38.B	66	Date of Rank (correction)	Yes	Appropriate orders
39.	67	Source	Yes	Copy of document indicating original status
40.	68	Primary MOS	Note 2	Appropriate order
41.	69	Secondary MOS	Note 2	Appropriate order
42.	70	Date Gained to Reserve Status	Yes	Copy of documents establishing date
43.	71	Retirement Year Ending Date	Yes	Copy of documents establishing periods and status of service
44.	72	Years Satisfactory Federal Service	Yes	None
45.	73	Cumulative Retirement Points	Yes	None
46.	74	First Language	Yes	Evidence of proficiency IAW AR 140-25
47.	75	Attachment Code	Note 1	Appropriate orders

* Insure that current unit of assignment is indicated on source document.

NOTE 1: Documents are normally originated at AGKS. Submission of changes by units is only required in the event of obvious errors or omissions.

NOTE 2: Additional copies of orders are not required. (See paragraph 3-3 for requirements for forwarding orders.)

GAIN REPORT

C-1
KNGR 680-2
1 Jan 82

NAME: _____ SSN: _____		FOR SIB
UNIT OF ASSIGNMENT: _____	UNIT CODE: _____	

See instructions on reverse side

ALL GAINS

1. SGLI Option:

- | | | |
|------------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> Full time | <input type="checkbox"/> 5,000 | <input type="checkbox"/> 25,000 |
| | <input type="checkbox"/> 10,000 | <input type="checkbox"/> 30,000 |
| | <input type="checkbox"/> 15,000 | <input type="checkbox"/> 35,000 |
| <input type="checkbox"/> Part time | <input type="checkbox"/> 20,000 | <input type="checkbox"/> NONE |

2. Federal Income Tax Exemptions: ☐ Married ☐ Single

No. of dep _____

3. Additional Withholding Tax: _____

4. VA/Retirement Benefits:

- ☐ Entitled to VA Benefits, which are waived.
- ☐ Entitled to Ret Benefits, which are waived.
- ☐ Entitled to VA Benefits, ARNG pay waived.
- ☐ Entitled to Ret Benefits, ARNG pay waived.
- ☐ Not entitled to VA or Ret Benefits.

5. Tech/FTM/Govt Emp Code:

- ☐ Other Government Employee
- ☐ Non-technician/Not FTM/Not other Government Employee

ENLISTED GAINS ONLY

6. Duty MOS:

--	--	--	--	--	--	--	--

7. Para/Line Number:

Para				Line			

8. MOS Qualification:

- ☐ Qualified.
- ☐ Not qualified.

9. Pay Status (Non-prior service personnel)

- ☐ High School Grad/High School Senior

180 day pay status

Start date: _____

End date: _____

- ☐ Non-High School Graduate

90 day pay status

Start date: _____

End date: _____

10. Remarks:

The above information has been verified to be correct from documents on file.

Name of Preparer: _____

Signature of Preparer: _____

Instructions for Use of Gain Report

C-1
KNGR 680-2
1 Jan 82

ALL GAINS

1. SGLI Option. Check appropriate block that corresponds with the option the member has elected on VA Form 29-8286. If a reduced amount or no coverage is selected, a copy of the VA Form 29-8286 must accompany the enlistment file.
2. Federal Income Tax Exemptions. Enter the information exactly as the member has indicated on IRS Form W4. Enter the Marital Status and number of exemptions the member has elected to be used in deducting for Federal Income Tax. Do not confuse with actual Marital/Dependency Status.
3. Additional Withholding Tax. Enter the information exactly as the member has indicated on IRS Form W4. Amount must be in full dollar amounts, and Federal Income Tax Exemptions must be zero if additional withholding tax is claimed.
4. VA/Retirement Benefits. Check the appropriate block that indicates the member's VA/Retirement Benefit Status and Election at the time of appointment/enlistment.
5. Tech/FTM/Govt Emp Code. Enter only if the member falls within one of the listed categories. NOTE: "Other Government Employee" includes all government employees, with the exception of ARNG technicians.

ENLISTED GAINS ONLY

6. Duty MOS. Enter the duty MOS to which the enlisted member is assigned according to the unit's TDA/MTOE.
7. Para/Line Number. Enter the Para/Line Number to which the enlisted member is assigned according to the unit's TDA/MTOE. The Para/Line Number is a seven character field that must be completed as follows:
 - a. First three characters - Paragraph number (must be numeric).
 - b. Fourth character - Paragraph suffix. If the paragraph has a suffix, enter it, if not, leave blank. (This space must either contain the letter suffix or be left blank.)
 - c. Fifth and sixth characters - Line Number (must be numeric).
 - d. Seventh character - Line Number suffix. If the line number has a suffix, enter it, if not, leave blank. (This space must either contain the letter suffix or be blank.)
 - e. Codes for excess personnel:
 - 999B99W - Assigned to extra TDA position (State HHD only).
 - 999B99X - Excess to authorized strength of unit.
 - 999B99Y - Excess/overstrength due to reorganization.
 - 999B99V - Overstrength in grade for new gain (Try One).
8. MOS Qualification. Check the appropriate block for the individual's qualification in his/her Duty MOS.
9. Pay Status (Non-prior service personnel). Check the appropriate block for the educational level of the member. If the member is a high school graduate or bonafide high school senior, indicate when his/her 180 days in a pay status is to begin and end. If the member is not a high school graduate or bonafide high school senior, indicate when his/her 90 days in a pay status is to begin and end.

CHANGE REPORT

C-1

KNGR 680-2

1 Jan 82

NAME: _____ SSN: _____

FOR SIB

OFF/WO
ENL ☐

UNIT OF

ASSIGNMENT: _____

UNIT

CODE _____

See instructions on reverse side

1. Change marital/
dependency
status to:☐ Married
☐ Single

No. of Dep _____

8. Change Civilian Education to:

2. Change Federal
Income Tax
Exemptions to:☐ Married
☐ Single

No. of exemp _____

9. Change Tech/FTM/Govt Emp Code to:

☐ Other Government Employee
☐ Non-technician/Not FTM/Not other Govern
ment Employee3. Change Additional
Withholding Tax to: _____4. Change SGLI
Option to:

<input type="checkbox"/> Full time	<input type="checkbox"/> 5,000	<input type="checkbox"/> 25,000
	<input type="checkbox"/> 10,000	<input type="checkbox"/> 30,000
	<input type="checkbox"/> 15,000	<input type="checkbox"/> 35,000
<input type="checkbox"/> Part time	<input type="checkbox"/> 20,000	<input type="checkbox"/> NONE

10. Accelerated
advancement
to PV2: Effective: _____Authority: ☐ Para 6-12c, NGR 600-200
☐ Para 6-13, NGR 600-200

5. Change VA/Retirement Benefits to:

- ☐ Entitled to VA Benefits, which are waived.
- ☐ Entitled to Ret Benefits, which are waived.
- ☐ Entitled to VA Benefits, ARNG pay waived
- ☐ Entitled to Ret Benefits, ARNG pay waived
- ☐ Not entitled to VA or Ret Benefits

11. Change total months Active Federal
Service to: 12. Change total years of Satisfactory Feder-
al Service creditable for retirement to:

13. Change Cumulative Retirement Points to:

 6. Change Duty
MOS to:

14. Change MOS qualification to:

☐ Qualified.
☐ Not qualified7. Change Para/
Line Number to:

Para Line

15. Remarks/Misc Corrections:

The above changes have been verified to be correct from documents on file.

Name of Preparer:

Signature of Preparer:

Instructions for Use of Change Report

C-1
KNGR 680-2
1 Jan 82

1. Change marital/dependency status. Enter the appropriate change the member has in marital status and the actual number of dependents.
2. Change Federal Income Tax Exemptions. Enter the information exactly as the member has indicated on IRS Form W4.
3. Change Additional Withholding Tax. Enter the information exactly as the member has indicated on IRS Form W4. Amount must be in whole dollar amounts, and Federal Income Tax Exemptions must be zero.
4. Change SGLI option. Check the appropriate block that corresponds with the new option the member has elected. If a reduced amount or no coverage is selected, VA Form 29-8286 must accompany this form.
5. Change VA/Retirement Benefits. Check the appropriate block that indicates the member's VA/Retirement Benefits.
6. Change Duty MOS. Enter the Duty MOS to which the enlisted member is assigned in accordance with the unit's TDA/MTOE.
7. Change Para/Line Number. Enter the Para/Line Number to which the enlisted member is assigned according to the unit's TDA/MTOE.
8. Change Civilian Education. Enter in plain language the new civilian education level the member has attained.
9. Change Tech/FTM/Govt Emp Code. Make entry only if the member falls within one of the listed categories. NOTE: Other Government Employee includes all Federal government employees except ARNG technicians.
10. Accelerated Advancement to PV2. For use only for individuals advanced to PV2 under Stripes for Buddies and receiving accelerated advancement to PV2 based upon the commander's evaluation. Enter the effective date and check the appropriate block for authority.
11. Change total months Active Federal Service. Enter the total number of months the member has attained during his/her military career. Include all active duty, ADT, FTDD, AGR, EAD, and AT. Do not include State active duty.
12. Change total years of Satisfactory Federal Service creditable for retirement. Enter the total number of years Satisfactory Federal Service the member has that is creditable for ARNG retirement under Title III. Do not round-off years, enter whole years only.
13. Change Cumulative Retirement Points. Enter the total number of cumulative retirement points the member has attained during his/her military career.
14. Change MOS qualification. Check the appropriate block for the individual's qualification in his/her Duty MOS.
15. Remarks/Misc Corrections. This space is provided to enter remarks, corrections, or comments needed to expand upon, clarify, or correct a previous entry.